I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Departmental Juvenile Facilities

III. POLICY

It is the policy of the Department of Corrections that each facility’s food service area and all equipment meet established governmental sanitation, health and safety codes and that corrective action be taken on any deficiencies.

Internal and external inspections shall be used to ensure compliance with these standards. The Food Service Manager is responsible to arrange/conduct inspections and to ensure that standards are adhered to.

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VI. PROCEDURES

Procedure A: Food Service Inspections, Internal and External

1. The Food Service Manager shall manage and/or cooperate with the systems for inspections of Food Service operations, including, but not limited to:

   a. Coordinating and/or requesting inspections by federal, state and local regulatory agencies as necessary to maintain compliance with applicable legal requirements and mandatory standards requirements of the applicable accreditation bodies;

   b. Coordinating reviews of the master menu and other documentation related to compliance with recommended dietary allowances for the resident population;

   c. Maintaining and providing records for review by the facility’s administration upon request;

   d. Retaining records for the appropriate period prescribed by Department policy; and

   e. Providing assistance to the facility’s Maintenance Supervisor when required for inspection purposes, and copies of appropriate documentation.

2. The Deputy Superintendent of Support Services shall ensure the facility’s food service facilities and equipment and operations meet the health and safety rules and regulations required by the State of Maine Department of Human Services (Eating and Lodging Rules 10-144A-CMR-201). At a minimum, each facility shall develop a system for compliance with all pertinent prohibitions and requirements of the State’s rules and shall address relevant provisions by conducting annual inspections.

3. The Food Service Manager shall coordinate with the Maintenance Supervisor the testing of the potable water supply or waste disposal system as necessary to comply with applicable federal and state laws, rules and regulations, and local ordinances.

4. Liquid and solid waste produced by the food service areas shall be collected, stored, and disposed of in a manner that shall not create a safety or health
hazard to staff, residents or the community.

5. The Food Service Manager, in consultation with the Maintenance Supervisor, shall contact the appropriate outside regulatory agencies when inspections are necessary to prevent lapses in compliance, particularly when maintenance problems have the potential to jeopardize the potable water supply. Documentation of staff efforts to obtain assistance with required inspections shall be maintained by the Food Service Manager and/or the Maintenance Supervisor.

6. When performing internal inspections, staff shall use the facility’s established inspection checklist for Food Service operations.

7. Internal inspections designed to determine compliance of equipment/systems or physical facilities shall be based on applicable rules and regulations, professional standards and the facility’s policies and procedures.

8. Daily inspections of food service areas shall include documentation on the status of refrigerator temperatures, freezer temperatures, dishwasher temperatures and the temperatures of food served. Daily checks of food service workers shall be conducted to determine compliance with health and safety regulations.

9. Appropriate administrative, health care and/or food service personnel shall conduct weekly inspections of food service areas, including dining and food preparation areas and equipment. Documentation shall be maintained using the appropriate facility’s inspection checklists and form(s). At a minimum, copies of weekly inspection reports shall be distributed to the Deputy Superintendent of Support Services and the facility’s Food Service Manager. These inspections may be conducted in conjunction with weekly sanitation inspections of other facility areas and operations.

10. The designated Safety/Sanitation Officer(s) shall conduct monthly inspections of food service areas. Monthly inspections shall include inspections of the food warehouse and/or food storage areas. These inspections may be conducted in conjunction with weekly or monthly sanitation inspections of other facility areas and operations.

11. At a minimum, monthly inspections of the facility to ensure the control of pests and vermin shall include food service areas. The Food Service Manager shall be responsible for arranging for more frequent inspections when necessary to control or eradicate pests and vermin.

12. Annual inspections of food service operations by the State Department of Human Services and/or the Department of Education shall be conducted to determine the facility’s compliance with applicable health and safety standards.
and guidelines. These inspections may be conducted in conjunction with annual sanitation and health inspections of other facility areas by State regulatory agencies.

13. Food service areas shall be subject to the facility’s security inspections and shall be in accordance with facility rules and regulations. Security inspections are distinguished in scope and purpose from the facility’s safety, health and sanitation inspections.

14. Manual and/or automated record keeping systems shall be used to maintain accountability for tracking all scheduled internal and external inspections. Unscheduled inspections or audits of food service areas and operations may be conducted by designated facility staff, Department of Corrections Central Office staff or outside regulatory agencies to determine compliance, timeliness and/or content of internal inspections.

Procedure B: Daily Cleaning and Sanitation Plan

1. All food service areas shall be included in the daily inspections by the Food Service Manager, or designee. Documentation shall be maintained of daily sanitation inspections of these areas.

2. Residents assigned to work in food service areas (Food Service Workers) shall be trained by food service staff in the use of equipment and safety standards prior to performing work involving the use of such items. Training and orientation of food service workers at a minimum shall include the following:
   a. Rules and regulations in the food service area, including any restrictions on access to specific locations, tools or equipment;
   b. Responsibilities during emergencies, including evacuations;
   c. Use of all equipment which the resident is authorized to use; and
   d. Individual duties and responsibilities regarding the cleaning and sanitation plan, personal hygiene, inventories, food preparation, meal service, food transportation, etc.

3. Appropriate documentation of training shall be properly maintained and updated as necessary, particularly when it associated with work opportunities record keeping.

4. The Food Service Manager shall ensure trash and garbage is removed from food preparation and storage areas to the appropriate loading dock areas and trash compactor units. Only trained food service staff may operate the trash
compactor. At facilities where residents are used in the removal of trash or garbage from the food service areas to the loading dock and compactor, a Correctional Cook or Juvenile Program Specialist/Worker shall directly supervise the residents. Loading dock areas and equipment shall be cleaned and sanitized according to the facility’s sanitation plan.

5. Trained staff and residents shall use the correct methods to operate and use sinks, dishwashers, dryers, and other fixtures, furnishings or equipment to conduct daily cleaning and sanitation. All methods and practices shall meet applicable laws, rules and regulations.

**Procedure C: Personal Hygiene for Resident Food Service Workers**

1. Residents assigned to the food service area shall be medically cleared, as set out in Department Policy 13.14.

2. Residents assigned to work assignments in the kitchen shall adhere to all facility rules and regulations concerning personal hygiene practices and report problems to the food service staff or designated Juvenile Program Specialist/Worker. Residents shall be informed regarding their food service duties and responsibilities.

3. Each resident’s food service worker’s performance related to personal hygiene shall be monitored and evaluated as part of the resident’s ongoing eligibility for continuation in the work assignment and shall include the following requirements:
   a. Residents assigned as Food Service Workers shall shower/bathe at least once per day;
   b. Residents may be subject to removal from the work assignment for not maintaining the facility’s established standards for personal hygiene;
   c. Residents shall only participate or assist in food preparation under sanitary conditions;
   d. Food handlers shall wash their hands upon reporting for work, after using toilet facilities, and as required for the work tasks or activity they are performing.
   e. Food handlers shall also meet the following when required:
      1) Proper wear and use of hats, hairnets, beard guards, etc.;
      2) Proper wear and use of clean facility-issued uniform while on duty,
including appropriate shoes;

3) Maintaining clean and trimmed fingernails;

4) Proper wearing of plastic gloves whenever handling prepared food items;

5) Reporting any medical condition which might result in the contamination of food, equipment or surfaces and/or the transmission of a communicable disease, regardless of whether it results in suspension, reassignment or removal from the work assignment; and

6) Complying with all other established facility rules and regulations for personal hygiene practices involving food service operations.

4. Signs shall be posted in the toilet facility to inform and remind workers about washing their hands.

5. The Food Service Manager, or designee, shall be responsible for daily monitoring of food service workers to ensure compliance with hygiene requirements.

VII. PROFESSIONAL STANDARDS:

ACA:

4-JCF-1A-07 (MANDATORY) The facility is clean, sanitary, and safe. The facility complies with applicable federal, state, and local safety, sanitation, and health codes.

1. There is an annual health/sanitation inspection of the facility by appropriate government officials, as required by federal/local/state codes.
2. There are weekly safety and sanitation inspections of all facility areas.
3. Inspections are reviewed, and deficiencies are corrected.
4. The facility’s potable water source and supply, whether owned and operated by the public water department or the institution, is approved by an independent outside source to be in compliance with jurisdictional laws and regulations.
5. Waste is disposed of according to a plan approved by the appropriate regulatory agency.
6. Vermin and pests are controlled.

4-JCF-4A-10 (MANDATORY) Food service employees comply with all applicable sanitation and health codes promulgated by federal, state, and local authorities. Health protection for all juveniles and staff in the facility and juveniles and other persons working in food service shall include the following:
1. All persons involved in the preparation of food receive a pre-assignment health examination and periodic reexaminations to ensure freedom from illnesses transmittable by food or utensils.
2. All food handlers are instructed to wash their hands upon reporting to duty and after using toilet facilities.
3. The food service manager or designee monitors juveniles and other persons working in food service each day for health and cleanliness.

4-JCF-4A-11 The food service manager, or other qualified personnel, conducts weekly sanitation inspections of all food service equipment and areas, including dining and food preparation areas. Water temperatures are checked and recorded daily. Water temperature on the final dishwasher rinse should be 180 degrees Fahrenheit; or between 140 degrees Fahrenheit and 160 degrees Fahrenheit if a sanitizer is used on the final rinse.

4-JCF-4A-12 The food service manager, or other qualified personnel, conducts daily inspections of all temperature-controlled storage areas and appliances, including refrigerators, freezers, and dry storage areas. Temperatures are recorded with each inspection.
   1. Stored shelf goods shall be maintained at 45 degrees to 80 degrees Fahrenheit.
   2. Refrigerated foods shall be maintained at 35 degrees to 40 degrees Fahrenheit.
   3. Frozen foods shall be maintained at 0 degrees Fahrenheit or below, unless national or state health codes specify otherwise.

4-JCF-4B-05 Protective clothing and equipment are issued to juveniles assigned to work in food service, the garage, the facility physical plant, the maintenance shops, vocational education, and other special work areas.